

**CESAR CHAVEZ DAY OF SERVICE AND LEARNING  
2002-2003 APPLICATION CHECKLIST**

- ☐ Signed Cesar Chavez Day of Service and Learning Title Page
- ☐ Program Narrative (**no more than 6 double-sided, double-spaced pages for a total of 12 double-spaced pages. Additional pages will not be read.**)
- ☐ Completed Project Summary Table (chart template is available on-line and must be completed by applicants with multiple service-learning sites.)
- ☐ Staff Organizational Chart (for applicants with multiple service-learning sites)
- ☐ Partnership Form
- ☐ Letter of Commitment from legal applicant
- ☐ Letter(s) of Commitment from school(s) and/or school districts
- ☐ Budget Form (this form summarizes the budget narrative subtotals)
- ☐ Budget Narrative
- ☐ Financial Management Survey (only needed if legal applicant DOES NOT have an AmeriCorps contract with GO SERV for 02-03)
- ☐ Evidence of 501(c)(3) status (Required for nonprofit organizations only)
- ☐ Payee Data Record Form (only needed if legal applicant DOES NOT have an AmeriCorps contract with GO SERV for 02-03)
- ☐ Approved board resolution that authorizes grant recipient to spend an amount up to that requested. (If a board resolution has not been approved by October 11, include a supplemental document here that states when approval is anticipated. Including an approved board resolution in this packet will expedite the contracting process.)
- ☐ Address List for Board of Directors
- ☐ (Pending legislative approval) 501(c)(3) nonprofit organizations that want to apply for a Cesar Chavez grant must submit the following:
  - ☐ Evidence of tax exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code;
  - ☐ Completed Financial Management Survey;
  - ☐ A one-page statement entitled "Youth Development Experience" that describes the organizations direct experience in successfully designing and implementing youth service and leadership programs (page one of narrative);
  - ☐ A current one-page reference letter (one only) from a third-party organization that describes and endorses the nature and quality of the 501(c)(3) youth organization applying for the grant (will not count against page limit);
  - ☐ Evidence of successful history of managing government funds (ONLY if organization has previously received government grants). A prior history of managing government grants is not required; and,
  - ☐ A proposed budget that does not exceed \$100,000.

**Additional attachments will not be reviewed.** The RFP and all forms required for this application will be posted at the Chavez Day website. Application packets can be mailed or delivered to:

**Governor's Office on Service and Volunteerism (GO SERV)  
2002 Cesar Chavez Day of Service and Learning Grant Application  
1110 K Street, Suite 210  
Sacramento, CA 95814**

Remember that all applications must be **RECEIVED** by GO SERV by no later than 5:00 on Friday, October 11, 2002.